

COURT PURCHASING MANAGER

DEFINITION

Under general direction, plans, organizes, directs and controls the program and operation for purchasing materials, supplies, equipment and services for the Court by competitive bidding or open marketing purchasing; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

The Court Purchasing Manager is a single position class responsible for all procurement activities for the Court. This position manages the day-to-day activities involved in the acquisition of a wide variety of supplies, materials, services or equipment, including the standardization of Court purchases of certain commodities and serves as a technical resource to other employees involved in the purchasing process.

ESSENTIAL FUNCTIONS

1. Develops, implements and enforces policies and procedures; ensures Court policies and procedures are in compliance with all pertinent laws, rules and regulations.
2. Researches, analyzes and develops diversified and reliable sources of supplies, equipment, standard and economical ordering quantities for materials and supplies.
3. Interviews vendors; obtains samples and literature; visits manufacturers and distributors; calls at display rooms and attends demonstrations to become better informed of products of interest and stimulates suppliers to offer technical innovations and cost savings; determines reputations and appropriateness of vendor.
4. Solicits and compares information regarding price, quality, delivery time, and related data for a wide variety of materials, supplies, equipment and services; negotiates price, terms and conditions with vendors; determines vendors from whom purchases will be made.

5. Prepares requests for proposal/quote; conducts public bid openings, analyzes bids and prepares bid analysis; makes recommendations regarding the purchase of materials, equipment and supplies; maintains and updates vendor bid list.
6. Drafts and writes specifications, contracts, bonding requirements, purchase orders and other documents as necessary for goods and services based on requisitions and court needs; enforces compliance with contracts and specifications; monitors purchase order deliveries as necessary.
7. Reviews standing purchasing orders for renewal; maintains a perpetual inventory record of materials, surplus, obsolete or unused materials, supplies and equipment; coordinates and administers Court auctions for the disposal of all surplus property, including vehicles and heavy equipment.
8. Advises staff on alternative products, quality and availability; keeps staff informed on new products that are on the market; maintains current status of prices and general market conditions by a review of periodicals and evaluating contractor information on new products.
9. Serves on committees and task forces within the Court and with local and state agencies and organizations.
10. Supervises, trains and evaluates assigned staff.
11. Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Graduation from an accredited college or university with a Bachelor's degree in public or business administration or closely related field and five years of increasingly responsible procurement experience in all phases of acquisition process in purchasing a wide variety of materials, supplies, services and equipment for business use and not resale of which two years must have involved major aspects of the purchasing function, i.e., high-technology and building and construction, utilizing competitive bidding or contract development, and including the writing of specifications and justifications to support them or any combination of training and/or experience that could likely provide the desired knowledge and abilities.

Certification as a Procurement Manager by the National Association of Purchasing Managers is desirable.

Knowledge of

Principles, practices, policies and procedures of purchasing/material management; principles of management, organization, supervision and training; marketing practices, pricing, methods and differentials; modern purchasing procedures and techniques in obtaining formal and informal bids; buying and cost/value analysis; governmental purchasing procedures; business laws pertaining to purchasing and general law of contracts.

Ability to

Develop, write and explain policies and procedures; plan, organize and coordinate the Court's purchasing operations; investigate and develop sources of supply and obtain information on market conditions; ensure appropriate bidding procedures and analyze quotations; plan, assign, supervise and evaluate the work of others; communicate effectively both orally and in writing; operate a variety of office equipment including a computer and applicable software applications; establish and maintain effective working relationships with those contacted in the course of work.

Special Requirements

A California driver's license requirement will be reviewed on a position basis in accordance with ADA regulations.

PHYSICAL CHARACTERISTICS

Strength, dexterity, coordination and vision to use a keyboard and video display terminal on a daily basis. Hearing to communicate with the public and court staff. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects weighing up to 25 lbs. such as files, stacks of papers, reference and other materials. Moving from place to place within an office; some reaching for items above and below desk level.

WORKING CONDITIONS

Generally clean work environment with limited exposure to conditions such as dust, fumes, odors or noise. Video display terminal is used on a daily basis. Employees in this class may be required to arrange transportation for field travel and/or use their own personal vehicle.

Date Est. 5/02